

ENVIRONMENTAL HEALTH AND SAFETY TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3988(3971)	Environmental Health and Safety Technician I	02	069	6 mo.	11/30/00
3989(3971)	Environmental Health and Safety Technician II	02	069	6 mo.	11/30/00
3990(3971)	Environmental Health and Safety Technician III	02	069	6 mo.	11/30/00

Promotional Line: 68

Series Narrative

Employees in this series provide support to professional staff responsible for environmental health and safety programs. Activities involve tasks such as: data collection, sample collection, waste collection and transport, on-site waste treatment and disposal activities, routine environmental health and safety assessments in laboratories and other campus locations, emergency response assistance, records maintenance, and other assistance with the management of environmental health and safety programs.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Environmental Health and Safety Technician I **3988(3971)**

Employees at this level perform routine requirements of an environmental health and safety program, such as: collect routine data; collect routine soil or water samples; receive and organize biological, chemical or radioactive waste pickup requests; safely collect, transport, and store biological, chemical, or radioactive wastes; perform routine hazardous materials management tasks; maintain good housekeeping at department hazardous material management facilities; enter and maintain data for regulatory compliance; conduct standard surveys; and prepare standard reports. They work under the direct supervision of higher-level technicians and professional staff.

A Environmental Health and Safety Technician I typically –

1. assists with sampling, surveys or record keeping associated with environmental health and safety programs.
2. handles routine biological, chemical or radioactive waste pickup requests received by phone, email, or mail and performs routine preparatory tasks prior to waste pickup.
3. after verifying that biological, chemical or radioactive wastes are packaged and labeled correctly, collects waste from campus locations and safely transports it to a campus waste management facility.
4. at a storage facility, segregates biological, chemical or radioactive wastes as appropriate and stores these wastes in designated areas pending treatment, recycling, or disposal.
5. conducts routine hazardous material management tasks, such as distributing containers or film badges to the campus community.
6. maintains records of activities.

7. as directed, responds to spills of hazardous materials.
8. maintains good housekeeping at hazardous material storage areas, arranges for adequate supplies, and ensures equipment in good repair.
9. prepares standard reports for administrative purposes.
10. performs other related duties as assigned.

Level II: Environmental Health and Safety Technician II**3989(3971)**

Employees at this level handle the routine requirements of an environmental health and safety program, but also are responsible for more complicated tasks, such as: non-routine waste pickup requests; devising strategies for transporting and storing wastes that present unusual difficulties; preparing reports; and troubleshooting. They work under the supervision of higher-level technicians and professional staff.

A Environmental Health and Safety Technician II typically provides the services of an Environmental Health and Safety Technician I and may also –

1. provides training to the campus community on a one-on-one basis to explain campus procedures for environmental health and safety compliance programs (e.g. packaging and preparing waste for disposal).
2. works with campus individuals on unusual biological, chemical or radioactive waste disposal needs to assure that these wastes are properly packaged and labeled prior to collection.
3. arranges for special handling of certain hazardous wastes, such as recycling of used oil, batteries, and scrap metals, or redistribution of chemicals to campus users.
4. assists in sampling and/or monitoring of biological, chemical or radioactive wastes for characterization purposes.
5. correct errors in databases.
6. responds to spills of hazardous materials and operates waste disposal equipment, such as a pathological incinerator.
7. arrange for maintenance repairs at waste management facilities and for vehicles.
8. assists in conducting surveys for compliance with environmental health and safety regulations, and campus compliance programs.
9. assists in preparing routine regulatory reports, such as environmental compliance reports, may prepare non-routine administrative reports.
10. performs other related duties as assigned.

Level III: Environmental Health and Safety Technician III**3990(3971)**

Employees at this level handle the routine requirements of an environmental health and safety program, but also have responsibility and authority to conduct more complicated activities, such as: develop and modify procedures; train campus persons about campus compliance programs (e.g. waste handling procedures); prepare summary reports; and consult with the campus community on strategies for addressing environmental health and safety hazards. They work under the supervision of professional staff.

An Environmental Health and Safety Technician III typically provides the services of an Environmental Health and Safety Technician II and may also –

1. provides training to groups about environmental health and safety programs.
2. provides consultative assistance to campus individuals on methods of complying with campus environmental health and safety programs.
3. investigates options for alternate handling and disposal methods for biological, chemical and radioactive wastes.
4. prepares summary reports.
5. supervises response to simple spills of hazardous materials, such as mercury spills.
6. recommends changes to record keeping methods.
7. initiates program changes to procedures to improve customer service and increase efficiency.
8. conducts routine environmental health and safety surveys and prepares follow up reports.
9. supervises Environmental Health and Safety Technicians I and II, and students.
10. performs other related duties as assigned.

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Environmental Health and Safety Technician I****3988(3971)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Any one or a combination of the following types of preparation:
 - a. credit for college course work
 - b. work experience that required environmental health and safety knowledge and skills

that totals 1.0 unit according to the following conversion rates:

60 semester hours (or associate degree) of “a” that included 12 hours in an appropriate science field (such as biology, chemistry, physics, engineering or related field) = 1.0 unit

18 months of “b” = 1.0 unit.

Amounts of education or experience less than those listed above should be converted to decimal equivalents of 1.0 unit and added together when computing combinations of the different types of preparation.

2. Possession of a State of Illinois Class D drivers license, if required by position
3. Possession of a State of Illinois Commercial Drivers License, with a hazardous materials endorsement, prior to completion of probationary period, if required by position
4. Eligible to obtain approval by a medical practitioner to wear a respirator, if required by position

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of environmental health and safety hazards and management programs, as required by the position.
2. Knowledge of chemical compatibility, if required by the position.
3. Verbal communication skills.
4. Ability to maintain detailed records.
5. Ability to lift 50 pounds, if required by position.

Level II: Environmental Health and Safety Technician II

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CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Possession of training/experience requirement listed for the Environmental Health and Safety Technician I
2. Two years of experience as a Environmental Health and Safety Technician I or equivalent in addition to the training/experience required in #1 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of environmental health and safety hazards and management programs, as required by the position.
2. Knowledge of chemical compatibility, if required by the position.
3. Verbal communication skills.
4. Ability to maintain detailed records.
5. Ability to lift 50 pounds, if required by position.

Level III: Environmental Health and Safety Technician III**3990(3971)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. Possession of training/experience requirement listed for Environmental Health and Safety Technician II.
2. Three years experience as an Environmental Health and Safety Technician II or equivalent in addition to the training/experience listed in #1 above.

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of environmental health and safety hazards and management programs, as required by the position.
2. Knowledge of chemical compatibility, if required by the position.
3. Verbal communication skills.
4. Ability to maintain detailed records.
5. Ability to lift 50 pounds, if required by position.

Environmental Health and Safety Technician I	New
Environmental Health and Safety Technician II	New
Environmental Health and Safety Technician III	New